

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Caltrans Landscape Maintenance Leadworker	OFFICE/BRANCH/SECTION 10/696 Merced Landscape	
WORKING TITLE Leadworker	POSITION NUMBER 910-690-6296-XXX	EFFECTIVE DATE 07/13/2015

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

**GENERAL STATEMENT:**

Employee will operate vehicles requiring a Class A commercial driver license with a tank vehicle endorsement; work with and assist in supervising the work of a crew engaged in landscape maintenance work on planted areas bordering freeways and highways on a specific project or area. When not operating the specified equipment, may perform any of the duties outlined under Caltrans Equipment Operator II, Caltrans Equipment Operator I, Caltrans Highway Maintenance Worker or Caltrans Landscape Maintenance Worker; and do other related work.

Employee may also be assigned to perform non-equipment operation duties normally assigned other classifications as part of their normal assignment.

Employee may be assigned to other operational units and/or geographical areas as operational needs dictate.

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	
50% E	<p>Assists the supervisor in laying out and overseeing landscape maintenance or construction work on highways and highway structures, and works with a crew performing these tasks.</p> <p>Assures that proper methods and procedures are used in the handling and application of materials utilized in the maintenance of highways and highway structures.</p> <p>Keep records of materials, labor and equipment.</p> <p>Ensures that State equipment is properly operated and maintained.</p> <p>Maintain safe operations and control traffic as specified in Chapter 8 of the Maintenance Manual.</p> <p>Operates 2-way radios.</p> <p>Use products that could be hazardous or dangerous if not handled properly.</p> <p>Attend all required training programs.</p>
40% E	<p>May operate and service highway maintenance and snow/ice removal equipment identified as Levels of Equipment for Caltrans Maintenance Worker, Caltrans Equipment Operator I, and Caltrans Equipment Operator II.</p> <p>Perform heavy labor associated with highway structures, cleaning ditches, culvert openings, erosion control, vegetation planting and establishment, installing storm water protection measures, litter pickup.</p> <p>Operate manual/power hand tools. Common hand tools to be used could be but are not limited to shovels, rakes, pitchforks, brooms, post-drivers and pullers, and wrenches. Common power tools used could be put not limited to chainsaws, weed eaters, hay blowers and hydro seeders jack-hammers, hand saws, pruning sheers, picks, digging bars, power drills, power grinders,</p> <p>Perform custodial work.</p>

# POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

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Perform brush and tree removal and disposal.

Perform Drainage maintenance.

Perform litter and dead animal removal and disposal.

5%      E      Perform minor repairs to maintenance stations and highway facilities.

5%      M      Provides training on equipment

<sup>1</sup>ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.  
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

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## SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

As operational needs dictate incumbent will direct the crew's operation and, in the absence of the Caltrans Maintenance Supervisor, is responsible for all activities of the crew.

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## KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of procedures, tools and equipment used in construction and maintenance of highways landscape areas and associated roadside vegetation; provisions of the California Vehicle Code as it applies to the operation of motor vehicles; regulations and safety practices pertaining to highway emergency services; emergency first aid; operation and care of highway equipment; materials utilized in highways landscape areas and associated roadside vegetation; rules and regulations pertaining to snow removal, highway or structures maintenance practices; principles of effective supervision, safety practices and traffic regulations. Ability to read, write, and follow oral and written directions in English at a level required for successful job performance; interpret simple blueprints and sketches; plan and direct the work of others; keep time records and simple cost records of materials, equipment, and expenses; assist in work relating to maintenance of highways landscape areas and associated roadside vegetation; operate and care for construction and landscape maintenance equipment; analyze situations accurately and take effective action; exercise sound public relations techniques; operate radio communication equipment. Knowledge and ability to operate computer and electronic systems.

### Analytical Requirements

Ability to assist supervisor in preparing workload plan, and analyzing situations accurately and adopting an effective course of action.

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## RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Poor decisions could result in the failure to properly service and maintain or operate equipment and cause excessive repair costs, loss of equipment and negatively impact work production. Negligence could also cause physical harm to the general public, operator and/or crewmembers. Employees of the State may be held liable for their own actions as a result of their carelessness on a job.

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## PUBLIC AND INTERNAL CONTACTS

The incumbent may be asked to work with representatives from other public and private Local Agencies as well as all levels of Caltrans Management.

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## PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee will be required to bend; stoop; climb; kneel, reach, push, pull, sit and stand for long periods of time in various climatic conditions. May be required to assist in the clean up in the event of various types of accidents involving personal injury to others and/or hazardous spills. Must have ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and acknowledge the various responses. Employee must be able to work alone.

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## WORK ENVIRONMENT

The incumbent may/will be exposed to and work in loud noise; dust; chemicals; extreme weather conditions, great heights, confined spaces, uneven and unstable terrain, steep slopes and next to vehicle traffic. The incumbent will be required to wear all personal protective equipment appropriate for duties; move heavy objects; stand or sit for prolonged

## POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

periods. Follow all policies, and procedures. Will be required to work rotating or irregular shifts, including weekends, nights, holidays and overtime. Responds to after-hour emergencies.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE